

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Social and Rehabilitation Services		9. Position Number	10. Budget Program Number 23611	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) GMRT (General Maintenance & Repair Technician)		
3. Division Kansas City Metro Region		12. Proposed Class Title		
4. Section Strategic Operations		13. Allocation		
5. Unit Facilities Unit		14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Kansas City County Wyandotte		15. By _____ Approved		
7. (Circle appropriate time) Full Time <input checked="" type="radio"/> Perm <input type="radio"/> Inter <input type="radio"/> Part Time <input type="radio"/> Temp <input type="radio"/> % <input type="radio"/>		16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular Hours (circle appropriate time) From: 8:00 <input checked="" type="radio"/> AM/PM To: 5:00 <input type="radio"/> AM/PM		17. Position Reviews Date: _____ By: _____		

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This is a skilled position that provides general maintenance and repairs for the Kansas City Metro Region. This position serves staff by promoting safety and building security, as well as repair and maintenance of agency property. This position my periodically travel with the region to perform maintenance tasks.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: *Pamela Collins* Title: *Facilities Manager / Public Service Administrator II* Position Number: *K0067776*

Who evaluates the work of an incumbent in this position.

Name: *Pamela Collins* Title: *Facilities Manager / Public Service Administrator II* Position Number: *K0067776*

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Assignments are given in general terms with goals stated. Employee is allowed wide latitude in achieving goals in the safest most efficient method.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
(X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
() Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M	
			<p>Work assignments are general and reviewed upon completion. More complex projects may be reviewed while in process. Work requires the use of judgment and decisions that are made within a range of established procedures. In addition to the tasks below, the incumbent is expected to demonstrate a commitment to customer service and integrated service delivery. The incumbent will participate fully in integrated service team activities and work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes, office operations and a productive working relationship with the community.</p> <p>Primary responsibility for these tasks in service centers: Kansas City, Leavenworth, Atchison Back Up responsibility for these tasks as needed in Service Centers: Overland Park , Lawrence</p>
1.	20%	E	<p>Modular Office Furniture Duties: Position is responsible for set up, assembly, inventory and modification of modular office furniture for assigned offices. May review sketches requesting work area configuration and will assemble, erect and alter modular office furniture. This will require training on the installation and use of modular office components. Use of the appropriate tools and materials will be needed to accomplish these tasks. Manufacturers procedures related to safety and design will be followed so that structural integrity of modulate furniture is maintained.</p>
2.	15%	E	<p>State Car Maintenance: Schedules the fleet of state vehicles for regular maintenance, repairs, body work estimates and repairs, as needed and in compliance with established guidelines. Submits documentation related to these expenses per procedure to allow for timely payment. Responsible for regular preventative maintenance checks diagnosing problems on state vehicles in order to minimize require costs and maximize safety of these vehicles. Cleans the vehicles on a regular basis and performs emergency service as needed. Responsible for gathering car logs, repair and gasoline purchase information monthly and providing these documents to our accountant timely per our established procedures. Provide complete information to Facilities Manager to comply with agency requirement for monthly reporting including: Preventative Maintenance Checklist and Mileage and Service Record Spreadsheet.</p>
3.	15%	E	<p>Building Maintenance: Position provides general maintenance and minor repair of agency property and equipment for three service centers in the region. Responsible for performing building maintenance tasks such as: replacing bulbs, minor plumbing tasks, lock and door repair using appropriate tools and materials in order that the building remains a safe and pleasant working environment. Provides repairs with the use of specific tools, equipment and material associated with a variety of issues within the facility that may involve the safety and other building systems. Will request building maintenance as needed from the landlord, keeping accurate up to date records of heating/cooling and roof leakage. Monitors repairs (plumbing and HVAC), keeping accurate up to date records. When necessary obtains estimates of labor and materials required to complete assigned projects.</p> <p>When necessary contact vendor to coordinate service during inclement weather events. Ensure visitor and staff safety related to inclement weather by monitoring snow removal and or ice treatment by vendor. When necessary perform snow shoveling / removal and apply ice melt to assure safe egress and ingress for all visitors and staff. Remove ice and snow from state vehicles and prepare vehicles for staff use. Promptly notify Facilities manager of any vendor performance concerns related to snow removal. Notify staff of any safety concerns.</p>
4.	25%	E	<p>Supply Responsibility: This position is responsible for maintaining supplies in the assigned service centers including: inventory, submitting requests for purchases via the ticket system, shipment receiving (checking deliveries against packing slips and updating ticket with appropriate packing slip), and stocking for all items in the KCM Standard Supply List. Inventory is completed based on the regional stock plan and documented in the monthly inventory order confirmation report. Maintains supply area in a neat and orderly manner. Arranges / shops for local and state contract purchase of minor equipment, and supplies. Purchases must be authorized by supervisor.</p>
5.	20%	E	<p>General: Monitors and replies to the KCM Staff Support Ticket System responding to staff requests as they are received. Assists strategic operations in all regional offices as needed, including transportation of agency equipment between offices and equipment repairs and or maintenance work. Assists with physical inventory and completes proper paper work when transferring equipment between offices. Other duties as assigned.</p>
6.	5%	E	<p>Safety/Security: Informs staff of building issues that affect safety, schedules, or building availability. Follows guidelines to ensure building safety including monitoring and checking fire extinguishers, ensuring building exits are secured and doors are working properly. Responsible for coordinating regular checks of security, fire systems and responds to concerns of the local fire departments.</p>

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Possible injury or loss of life if vehicles are not maintained properly.

Possible injury or loss of life if safety precautions are not followed when using power tools or performing repairs.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

Does not directly supervise.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts with employees, vendors, contractors, trades persons, state agencies, landlords, etc.

Agency contact for contract services and for repairs.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal every day hazards or discomforts typical of offices.

Periodic stress. Work environment involves disagreeable weather conditions and work with equipment that poses a danger to those in contact with it.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily: Hand tools; Computer

As needed: Motor Vehicle, Copy Machine, Printer/ Fax/ Scanner, Calculator.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Six months of experience in a building trades or mechanical building trade. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Valid Kansas Drivers License.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

- **Skilled in the use of operation of tools, machines and equipment commonly used in construction and repair work at the skilled craft level.**
- **Knowledge of occupational hazards and safety precautions.**
- **Experience with inventory and ordering supplies.**
- **Experience with assembly of equipment.**
- **Knowledge of the basic operation, care, and maintenance of tools and vehicles**

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Must be able to lift objects weighing up to 50 pounds repeatedly on a daily basis.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Compliance with area disaster plan. To ensure the safety of employees and customers Kansas City Metro Region staff and vendors are expected to display their access badges when at the work site, and to comply with approved safety policies and procedures posted on the regional webpage.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date